

Connecticut Department of Transportation
CONSULTANT PREQUALIFICATION INFORMATION

General Information

The Connecticut Department of Transportation (Department) prequalifies consulting firms annually in accordance with Connecticut General Statutes, Section 13b-20e. In order to become technically prequalified to provide consulting services for the Department in any calendar year, firms must submit the appropriate credentials and qualifications by November 15th of the previous year.

The Department will analyze all submittals postmarked by the November 15th deadline and shall determine those consultants that are qualified to perform the services established by the Department, in the categories requested by the firm, by January 1st of the following year.

Only the specific categories listed on the Prequalification Checklist for the appropriate prequalification year will be considered for prequalification. For all consultant projects that fall into a listed prequalification category, a solicitation will be extended to the firms that are prequalified in that category notifying them of the project needs, and the form and content required for a letter of interest submittal. Only those firms that are prequalified for that calendar year, in the particular category, will be eligible to submit a letter of interest. Please be advised that firms must also be prequalified in the particular year a shortlist is finalized and/or a selection is made.

Instructions for all Prequalification Submissions

Any consultant firm that desires to provide consultant services to the Department shall send one submittal, complete in all respects of the following information concerning its qualifications and experience.

***** Please note that the submittal form(s) may have changed since last year. Only the submittal form(s) provided with this year's prequalification documents shall be used. *****

Please submit the following documents in the following order:

1. Cover Letter: A cover letter requesting prequalification in the specific categories identified on the 2012 Prequalification Checklist.
2. Annual Prequalification Submittal Form: A complete and accurate Annual Prequalification Submittal Form (rev 8/11). This form shall not be altered in any way.
3. Relevant Experience and Associated Key Personnel: A separate section clearly identified for each category that prequalification is being requested indicating the firm's relevant experience in each category identified. Key personnel (project managers, senior staff, inspectors) that are most likely to be used on Connecticut projects must also be listed in each specific category section. (Please refer to the Prequalification Category Form (rev 8/10) for further instructions.)

4. Resumes of Key Personnel: A separate section with the resumes of key personnel. One resume should be included for each key personnel that is listed in the specific category sections. (Please refer to the Key Personnel Resume Form for further instructions.)
5. Licenses, Certifications and Registrations: A final section with copies of current and valid corporate and individual key personnel licenses, certifications, and registrations as required for each specific category where prequalification is being requested. Such licenses/certifications/registrations must show a date that indicates they are in current standing. (Please refer to the 2012 Prequalification Category Descriptions and Requirements document and the Contact Information list for license, certification and registration information).

Failure to comply with items 1-5 above will result in rejection of your submission.

For your convenience, a Prequalification Checklist is provided. You are strongly urged to use it while preparing your submission and to use it again as a final check before sending in your submission.

Please send one copy of your prequalification submittal package to the:
Connecticut Department of Transportation
CONSULTANT SELECTION OFFICE
2800 Berlin Turnpike, P.O. Box 317546
Newington, Ct 06131-7546
ATTN: Ms. Simone Cristofori

All submittals must be complete and received at the above address by 4:00 p.m. on November 15, 2011 (due date) or postmarked by the due date and received within 14 days.

Submittals that do not comply with this or items 1-5 above will not be considered.

Questions may be referred to the Consultant Selection Office at (860) 594-3017.